



School Business Alert

August 2016

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FINANCIAL

Department of Education Preschool Staffing

Iowa Code 256C.5(4) grants the Department an amount for state administration and oversight of the preschool program. This allocation, which is paid off the top, is necessary for the continued implementation and monitoring of the program. To find your FY17 Preschool Allocation click [here](#).

This is an on-behalf payment. The district will record the amount as preschool revenue with an equal amount recorded as a preschool expenditure. The amount is \$33.17 per preschool budget enrollment. The deduction for the on-behalf payment will be spread throughout the ten state aid payments, September through June. This is a reduction to cash flow (state aid) sent directly to the district; however, it does not result in general fund spending authority in excess of state aid received because it is recorded by the district as both an on-behalf revenue and expenditure. The on-behalf revenue will be recorded in source and project 3117, program 860, and the expenditure in an equal amount will be recorded in function 233X, program 860, project 3117, object 31X.

Please contact [Jeff Berger](#), 515.281.3968 with additional questions.

Juvenile Home Advance Payment Schedule

The 2016-2017 Juvenile Home Advance Payment Schedule for area education agencies has been posted to the web at [Budgets, Area Education Agencies](#). Direct any questions to [Denise Ragias](#), 515.281.4741.

GENERAL INFORMATION

School District Boundary Mapping Updates

The Iowa Department of Education completed its biennial process to review and update school district boundary maps this spring. Every two years, each state department of education must review school district boundaries and submit any edits or adjustments to the U.S. Census Bureau for approval. These boundaries do impact some federal fund distributions, so it is critical to have these as accurate as possible. You can find maps for 2016-2017 under [Resources](#) on the main Department's web site using the "[School District Maps](#)" link. The statewide map shape file, as well as files for each school district, are available on that link.

In an earlier email request, we provided notice of this information so you could review the updated maps for accuracy. Because technology and the resulting detail related to the boundaries continues to improve, we are better than ever before at pinpointing discrepancies in boundaries and correcting them. In many cases, we are finding small pockets of land that are duplicated in two districts in prior maps or in some cases, leaving gaps in coverage between two districts. We attempted to resolve as many of these as possible; but in that process, we uncovered another problem in the system.

Around half of the school districts in the state do not have a functional legal description of the school district boundary. This is required in Code. We are urging you to work with your county officials (assessors, reporters, GPS coordinators, if available) before the next cycle of review in 2017-2018, to develop a functional legal description of your school district boundary. This work should be provided to the district at no charge, since Iowa law requires this to be in place. You can use the provided shape files as a basis for the conversation about the legal description.

Thank you all for your participation in this process. Please let [Jeff Berger](#), (515.281.3968) know if there are additional questions or concerns.

Developing High-Quality Emergency Operations Plans

The federal grant funding used to assist school districts with the development of high-quality Emergency Operations Plans (EOPs) has expired. We must continue the effort to be adequately prepared for a variety of emergencies that potentially threaten the young lives we are responsible for each day. Resources for emergency management may be found on the Iowa Department of Education's website, [Emergency Operations Planning](#).

The [Readiness and Emergency Management for Schools Technical Assistance Center \(REMS-TA Center\)](#) provides live training, virtual training, technical assistance, and EOP interactive tools for assisting school districts with developing high-quality EOPs. Developing EOPs is a process that involves working collaboratively with district and community partners. School districts may request on-site trainings by request through REMS-TA in the following areas:

- Developing Emergency Operations Plans (EOPs) K-12 101
- Threat Assessments in Schools: Basics and Benchmarks (SSI)
- Resilience Strategies for Educators: Techniques for Self-Care and Peer Support (RSE)
- Adult Sexual Misconduct in Schools: Prevention and Management (ASM)

The REMS-TA Center staff provide technical assistance via email or toll-free telephone line to respond to questions, registering for webinars, and scheduling a training event. The toll-free telephone number, 1-855-781-REMS (7367) is available Monday through Friday, 9:00 a.m. to 5:00 p.m., EST.

Another resource for emergency management is the [Emergency Management Virtual Toolkit](#) for K-12 schools. The REMS-TA created the toolkit to disseminate consistent information, guidance, trainings, and tools on school emergency management. The toolkit, which is divided into three sections—develop high-quality EOPs, engage youth and the community and connect with other emergency management practitioners—provides users with an opportunity to populate their own education agency's website or emergency management webpage with the latest Federal school emergency management training and technical assistance resources and information for schools in their district. [See the Emergency Management Virtual Toolkit here.](#)

The Department is moving to a new software tool for sending messages to large distribution lists. This tool is one-way communication only. If you need to reply, please be sure to use email links provided in the email/document. In the future, communication sent to superintendents, school business officials and nonpublic administrators will come from the return address IADeptofEd@public.govdelivery.com. Please white list this address to ensure you receive communication from the Department.

CERTIFIED ANNUAL REPORT

Chart of Account Change Beginning with FY 17 Reporting

The Certified Annual Report (CAR) is used heavily to provide the data required for federal reporting purposes. The state files reports with the U.S. Census Bureau and the National Center for Education Statistics, as well as a smaller data collection with the National Education Association.

As noted in the February 2016 SBA, changes are being made to the federal reports that will require a small change in the level of detail necessary for the CAR upload starting with FY17 reporting. Also, we recently learned a separate program code is needed to accurately report activity related to the Statewide Voluntary Preschool Program.

Districts must use program 460, Statewide Voluntary Preschool Program (Iowa Code Chapter 256C) starting with FY17 reporting for the statewide preschool program for four-year-old children funded by the state. Since this program was invalid for FY16, **do not** implement the change on the FY16 CAR. For FY16, districts will continue to use program 860, Regular Education Preschool/Head Start that is primarily funded with tuition and grants for preschool, not associated with the statewide voluntary preschool program.

Districts and AEAs must use the detail level of reporting, rather than the header level, for the following objects:

- 350-359 Technical Services
- 430-439 Repair and Maintenance Services
- 440-449 Rentals
- 660-669 Audio-Visual Media
- 690-699 AEA Media Collections

Many districts, but not all, are already reporting at the detail level.

If your district or AEA has locally assigned any items to the object codes in the above ranges which were not assigned by the state, you will need to contact [Janice Evans](#) or [Denise Ragias](#) to have your item(s) assigned to a specific object code. This will prevent mixed items in required detail.

Again, these changes do not apply to the FY16 current fiscal year reporting, so do not make these changes for the FY16 CAR. These changes will not apply until the FY17 CAR is filed. We are reminding you now so that changes can be made in your FY17 chart of accounts and eliminate the need to make correcting entries prior to reporting.

For further information, please contact [Janice Evans](#), 515.281.4740 or [Denise Ragias](#), 515.281.4741.

MEDICAID

2016-2017 Webinar Dates

Review and updates regarding Medicaid will be provided via a Zoom Webinar. Registration is needed to attend. Please send an email to [Jim Donoghue](#) with the selected date(s) and time(s) you or one of your staff wish to attend. All sessions will be the same. September dates will be announced later in August. Dates are provided below:

August Training Dates

Monday, August 22, 10:00 to 11:00 a.m.
Monday, August 22, 3:00 to 4:00 p.m.

Tuesday, August 23, 11:00 a.m. to 12:00 noon
Tuesday, August 23, 3:30 to 4:30 p.m.
Wednesday, August 24, 11:30 a.m. to 12:30 p.m.
Wednesday, August 24, 2:30 to 3:30 p.m.
Friday, August 26, 8:30 to 9:30 a.m.
Friday, August 26, 12:30 to 1:30 p.m.
Monday, August 29, 3:30 to 4:30 p.m.
Tuesday, August 30, 3:00 to 4:00 p.m.

Time to Re-enroll

The notification of [re-enrollment](#) has been issued. Iowa Medicaid Provider Enrollment advised that this applies to all Iowa Medicaid providers including local education agencies (LEAs), AEAs, and Infant Toddler providers. The re-enrollment cycle was going to be in two more years, but because of the Affordable Care Act, all Medicaid providers have to be re-enrolled in 2016. That is to ensure all providers have been screened according to the risk level. Enrollment renewal is expected to be completed electronically on the Iowa Medicaid Portal Access (IMPA) system. LEAs and AEAs are limited risk provider types so only online application and paperwork will be required. Remember that you are re-enrolling with Iowa Medicaid. The LEA, AEA, and Infant Toddler programs are outside of the Medicaid Managed Care IA Health Link plan.

State Share Payments

This summer, the Department of Human Services (DHS) began a process with the Treasurer's Office and Wells Fargo for receipt of payments from LEA providers through the Automated Clearinghouse (ACH) format. This is an option available to your LEA. If you wish to join, please contact [Jim Donoghue](#) and he will connect your LEA with the appropriate person at DHS. Your LEA will be sent the Identifier number and the bank routing numbers for your individual school district. Your LEA will be required to use that identifier number for making payments. Payments to DHS through this ACH format are only for the LEA program. For further information, contact [Jim Donoghue](#), 515.281.8505.

SCHOOL TRANSPORTATION

School Bus Driver Authorizations

All school bus driver authorizations expire on August 15. School districts are given a window beginning on July 1 to go into the "Driver Authorization" application on the [EdPortal](#) to update all authorizations as needed. Please be sure to update the authorizations for your school district drivers sometime between July 1 and August 15. If a driver is no longer on your staff, please delete them from the system.

To update authorizations from the driver page, select "View" next to each driver. Assuming all licensing, physicals, and training information is up to date, you will see a message stating "A New Authorization Would Expire 8/15/17." Click the button labeled "Create Authorization" and you are finished with the driver. Repeat this process for each individual. Once completed, be sure to print off the new authorizations for your drivers to carry with them – they are required to carry it whenever driving a school bus. If licensing, physicals, and/or training is not up to date, fix as needed in order to obtain the new authorization. Failure to possess an accurately reported, current authorization can result in a citation from law enforcement. If you have questions, please contact [Max Christensen](#), 515.281.4749.

APPLICATIONS

Vehicle Information System – Due September 1

Please review your district's Vehicle Information System (VIS), which is accessed via the Iowa Education Portal ([EdPortal](#)), by September 1 and verify that all district vehicle information is correct. If vehicles are listed in the VIS that you no longer own or operate, please delete them in order to make your fleet information current. Also, please verify license plates, ID/name, and vehicle usage (i.e., route, SPED, no route) are current. Accurate information is necessary for

inspection purposes, as well as various reports. If you have any questions, please contact [Max Christensen](#), 515.281.4749.

Special Education Supplement – Due September 15

The Special Education Supplement (SES) is now available on the [EdPortal](#). On the initial screen of the application, there is a link to obtain the “District Resident Tuitioned Out Report,” which contains information needed for Screen 1 of the SES. The SES is due September 15 and must be certified on or before that date. Districts must receive board approval for the “Request for Modified Allowable Growth and Supplemental Aid” for their special education deficit. However, districts can include this request on their September or October school board meeting agenda. Please upload your board minutes on the Certification Screen of the SES or email your minutes to SES@iowa.gov. Any questions related to the SES should be sent to SES@iowa.gov. Contact [Bill Roederer](#), 515.281.7972.

Certified Annual Report – Due September 15

Although the CAR - 2016 COA Test Records remains available for use, it is recommended the CAR – 2016 Upload and Reports be used for a full file upload. Multiple uploads can take place in the Upload and Reports, just as they can in the Test Records. **Please read the home page for any important messages.** Districts must comment on any warnings remaining on the CAR, giving a brief explanation as to why each situation is not applicable to their district. If the situation is applicable, corrections need to be made in the FY16 district financials.

There is only one non-fiscal report to be completed: Nonprofit School Organizations. Instructions for the CAR are found on the [Certified Annual Financial Reports](#) webpage that define the criteria for the Nonprofit School Organizations report. If the criteria do not apply to a district, the district must still click on the “Save” button within the report. A “Certify” button will not appear until the file is edit free, comments have been made for each remaining warning, and the Nonprofit School Organizations report is completed if applicable or updated if not applicable.

Extensions are available only for good cause such as illness or death of the staff member responsible for the filing, acts of God, or unforeseeable circumstances. Please refer to the CAR instructions for more information about extension requests and the CAR deadline. Requests should be sent by email to [Tom Cooley](#).

Questions regarding the upload and/or account coding may be directed to [Denise Ragias](#), 515.281.4741 for help with uploads, reports, and extensions or [Janice Evans](#), 515.281.4740 for help with account codes and journal entries.

Transportation Annual Report – Due September 15

The collection process for completing the Transportation Annual Report has been simplified in a number of ways by pulling financial information into the report from a number of other data sources. Two things the district must still provide manually are the number of miles and the student count. A word of caution, however, when filling out the information for the student count: we incorporate the process of using aggregate weeks in determining the average number of students riding school buses. The number entered into the “aggregate weeks” column will be the total number of weeks for each individual rider in the group – not the total number of weeks for the riders as a group. As an example, if buses ran for 36 weeks and 10 students rode the buses every week, the total aggregate weeks would be 360 (10 students x 36 weeks) and not 36. After entering 360 into the “aggregate weeks” column, the report will then determine the average number of riders. Keep in mind, a student need only ride a bus one time per week to be counted for one aggregate week. For more information, contact Max Christensen, 515.281.4749. Please see full instructions [here](#).

Facilities, Elections and Sales Tax – Due September 30

The FY16 data collection for “Facilities, Elections, and Sales Tax” will be available September 1 on the [EdPortal](#). The data collection is due September 30. School districts should complete the CAR before certifying this application. Instructions for this data collection are at [School Facilities – Data Collection](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

Fall BEDS and Fall BEDS Staff – Due October 15

- Fall BEDS, Fall BEDS Staff, and Operational Sharing are anticipated to open on September 8.
- The due date for Fall BEDS Staff will be October 15 to align with the reporting of staff for supplementary weighting.
- The due date for Fall BEDS and Operational Sharing will be October 15.

- Those districts wanting to take advantage of the operational sharing supplementary weighting MUST have all errors resolved on Fall BEDS Staff and have the Operational Sharing form verified by their due dates.
- Position and assignment codes to use for operational sharing supplementary weighting are listed below.

For further information on operational sharing, please see the [operational function sharing guidance](#).

Position	Assignment
511 – Superintendent	40 001 Superintendent
612 – School Business Official	50 035 School Business Official
133 – Other Business Official	99 050 Non-Licensed Staff
112 – Board Secretary	99 050 Non-Licensed Staff
134 – HR/Personnel Manager	99 050 Non-Licensed Staff
167 – Transportation Director	99 050 Non-Licensed Staff
168 – Operations Director	99 050 Non-Licensed Staff
633 – Director/Coordinator/Department Head	50 011 Elementary Curriculum (Grades PK-8 only)
633 – Director/Coordinator/Department Head	50 032 Secondary Curriculum (Grades 9-12 only)
721 – Counselor	60 035 Guidance Counselor (Grades PK-8 only)
721 – Counselor	30 010 Guidance (Grades 9-12 only)

There have also been position and assignment codes added for those districts that are participating in the Teacher Leadership Grant Program. There will be a new program code (10 – Teacher Leadership Grant) for the Teacher Leadership Grant Program as well as the position and assignments listed below:

Position	Assignment
640 – Teacher Leader	96 001 Model Teacher
640 – Teacher Leader	96 002 Mentor Teacher
640 – Teacher Leader	96 003 Lead Teacher
640 – Teacher Leader	96 004 Instructional Coach
640 – Teacher Leader	96 005 Curriculum and Prof Dev Leader
640 – Teacher Leader	96 006 Other (if this is chosen, must enter what the assignment is in the comment area provided in the application)

- Position Code 525 has been added for Dean of Students. Dean of Students should no longer be coded as School Administrative Support (Position 153).
- Please visit the Department's website under [Fall 2016 documentation](#) to find the list of new and archived assignments for FY17.

For questions, please contact [Chris Bieghler](#), 515.281.5507 or [Connie Brooks](#), 515.281.7509.

District Contact Verification

All school business officials and other LEA/AEA contact staff responsible for their district's Special Education Supplement, Special Education Billings, Claim Forms, and Medicaid Claiming are reminded to check whether the contact person listed for each of these applications is correct. You may complete this process on the main page of the Tuition In Billing program. Please verify that the contact person, telephone number, and email address are up to date. Should you have any questions, please contact [Bill Roederer](#), 515.281.7972.

School Board Officers Application

Please check the School Board Officers Application on the [EdPortal](#) to make sure all district information is correct. The email lists the Department uses to contact districts include data that are pulled from this application, especially the board president and business office staff. Be sure the transportation director, auditor, and software provider information is completed, as well as school board member information. Making sure this application is updated on a timely basis will ensure the appropriate people receive the information they need. Contact: [Marcia Krieger](#), 515.281.5293.

Kudos!

Kudos to Iowa for receiving two awards in July 2016 from the National Center for Education Statistics, United States Department of Education for recognition of outstanding performance in timely and complete reporting of the Common Core of Data National Public Education Finance Survey and for the Common Core of Data F-33 Survey for FY2014. These awards, which Iowa has received each reporting year since 2009 would not be possible without the efforts of the Finance, Facilities, Operations, and Transportation Services Bureau and the quality and timeliness of data submitted by every one of the school districts and AEAs in Iowa. Congratulations to all!

UPCOMING DEADLINES

Due Date	What's Due
September 1	New Regional Academy Applications Due
September 1	Vehicle Information System (VIS)
September 15	CAR, SES, Transportation Reports Due
September 30	Facilities, Elections & Sales Tax Data Collection

[Click](#) to access current and past issues of the School Leader Update.

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If you have suggestions for future SBA articles,
please submit to [Marcia Krieger](#)

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